



Youth Work In Trades

Employer Observations



Student name: _____ Supervisor name: _____

Company name: _____

<input type="checkbox"/> YWIT-11A (120 hours complete) (choose one only)	<input type="checkbox"/> YWIT-11B (240 hours complete) (choose one only)	<input type="checkbox"/> YWIT-12A (360 hours complete) (choose one only)	<input type="checkbox"/> YWIT-12B (480 hours complete) (choose one only)
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Technical Skills	Not Yet Meeting	Meeting	Exceeding
• Use of tools and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Efficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fundamental Skills	Not Yet Meeting	Meeting	Exceeding
• Communication (listening, writing, speaking)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Information Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Numeracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Think and Solve Problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Management Skills	Not Yet Meeting	Meeting	Exceeding
• Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Shows Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Adaptability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Work Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teamwork Skills	Not Yet Meeting	Meeting	Exceeding
• Respect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Courtesy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Student Signature: _____

Date: _____

Supervisor Signature: _____

TnT Coordinator: _____

Review Date: _____



Criteria Elaboration

Technical Skills	Not Yet Meeting (NY)	Meeting Expectations (ME)	Exceeding Expectations (EE)
Use of tools/equipment	Seldom uses tools and equipment in a proper manner.	Often uses tools and equipment in a proper manner.	Always demonstrates proper use and care of tools and equipment.
Quality of Work	Seldom uses tools and equipment in a proper manner	Often uses tools and equipment in a proper manner.	Work is always well done and supervisor is satisfied with final product.
Efficiency	Completes assigned tasks; however, could be more productive with better use of time.	Often uses his/her time well and works in a productive manner.	Always demonstrates good use of time and looks for new ways to be more productive.

Fundamental Skills	Not Yet Meeting (NY)	Meeting Expectations (ME)	Exceeding Expectations (EE)
Communication (listening, writing, speaking)	Struggles to comprehend and/or uses inappropriate language.	Uses appropriate communication skills.	Mature and effective communication.
Information management	Usually orderly and attempts to follow instructions.	Organized and/or following instruction with little explanation.	Efficient and demonstrates initiative.
Numeracy	Struggles to use numbers effectively.	Able to observe and record data using appropriate methods of technology.	Makes estimates and verifies calculations.
Think and solve problems	Struggles to find solutions to situations and problems.	Recognizes most aspects of situation and applies problem-solving technique.	Creative in exploring possible solution and acts on opportunities to improve.

Personal Management Skills	Not Yet Meeting (NY)	Meeting Expectations (ME)	Exceeding Expectations (EE)
Punctuality	Often late for start of day or returning from breaks.	Seldom late for start of day or returning from breaks.	Never late for start of day or returning from breaks.
Responsibility	Accepts responsibility but struggles to meet timelines.	Can be counted on to complete assigned tasks well and on time.	Performs beyond employer expectations.
Shows initiative	After instruction does routine tasks acceptably but needs prompting	Works independently on routine tasks and exhibits some resourcefulness to begin next task.	Independent, creative, and resourceful in accomplishing tasks. Looks for things to learn to do.
Adaptability	Makes necessary adjustments after considerable coaxing and instruction.	Adjusts readily.	Anticipates the need to adjust. Has a positive attitude towards change.
Work safety	Can identify protocol but inconsistent with implementation.	Follows workplace safety standards.	Consistently demonstrates and encourages workplace safety.

Teamwork Skills	Not Yet Meeting (NY)	Meeting Expectations (ME)	Exceeding Expectations (EE)
Respect	Seldom respects the thoughts and individual differences of others in the workplace.	Often respects the thoughts and individual differences of others in the workplace.	Always respects the thoughts and individual differences of others in the workplace.
Cooperation	Understands the need to seek a team approach, but lacks skill s as a team member.	Understands the need to seek a team approach and demonstrates team member skills.	Initiates team approach and demonstrates team member skills.
Courtesy	Seldom polite and considerate of others, their property, and the workplace environment.	Often polite and considerate of others, their property, and the workplace environment.	Always polite and considerate of others, their property, and the workplace environment.